

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in the Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST  
Hanoi, Vietnam

2. AGENCY: USAID

3a. POSITION NO : VN-024

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND /OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No ☒ N/A

## 4. REASON FOR SUBMISSION

☐ a. Reclassification: This position replaces

Position(s) No. \_\_\_\_\_ (Title), \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

Position(s) No. \_\_\_\_\_ (Title), \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

☒ b. New Position \_\_\_\_\_ (Title), \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

☐ c. Other (Explain):

## 5. CLASSIFICATION Action

Position Title and Series Code

Grade

Initials

Date

a. Post Classification Authority  
Regional EXO/USAID/RDMA

A.I.D. Development Program Specialist, FSN-4005

FSN-11

*[Signature]*

b. Other  
N/A

c. Proposed by Initiating Office: USAID  
Regional Development Mission (RDM)-Asia

A.I.D. Development Program Specialist, FSN-4005

FSN-11

## 6. POST TITLE OF POSITION (if different from official title)

Development Program Specialist

## 7. NAME OF EMPLOYEE

c. Third Subdivision

N/A

## 8. OFFICE SECTION

Program Development Office - USAID/Vietnam

a. First Subdivision

N/A

d. Fourth Subdivision

N/A

b. Second Subdivision

N/A

e. Fifth Subdivision

N/A

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Dennis Zvinakis, Country Manager

Signature of USDH Supervisor-

Date

Typed Name and Signature of Employee

Date

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

*[Signature]*  
Michael Frott, Supervisory EXO, RDM/A - Thailand

Signature of USDH Supervisory Executive Officer

Date

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Signature of U.S. Embassy Regional HR Officer

Date

## 13. BASIC FUNCTIONS OF POSITION

See Attachment 1

## 14. MAJOR DUTIES AND RESPONSIBILITIES

See Attachment 1

### **13. BASIC FUNCTION OF THE POSITION:**

This position of FSN Development Program Specialist is located within the USAID/Vietnam Program Office. The Program Office provides programmatic and budgeting support to three Technical Teams that implement a portfolio of programs having new obligation authority of more than \$40 million per fiscal year. This support is especially critical for ensuring effective implementation of the FY 2007 U.S Foreign Assistance Reforms and mainstreaming proven business practices for USAID field operations. The reforms require USAID to lead the process of preparing the annual integrated Operational Plan (OP), revising the OP on an as needed basis, and rolling out the approved OP in Vietnam, which is rated by the World Bank as among the fastest reforming countries. The Program Office is tasked with providing key support in coordination of this complex process.

The incumbent FSN Development Program Specialist is one of two new positions to be filled in the Program Office of USAID/Vietnam, which is currently staffed with a FSN Senior Development Program Specialist. The other vacancy is an FSN Contracts Specialist. The incumbent plays a key role in the formulation, implementation, management, and results reporting of the USAID development assistance program portfolio in Vietnam. Under the Senior Development Program Specialist, s/he performs the full range of professional consultative, advisory, monitoring, analytical, operational and informational services in connection with the complex U.S assistance program in Vietnam of over \$50 million each year. In discharging its functions, the Program Office ensures the highest quality control for all program and strategy-related documentation. In addition, the Program Office exercises due diligence in overseeing compliance with agency rules and procedures, and statutory and pre-obligation requirements prior to recommending all new obligations. The incumbent must be a quintessential team player and quick learner, and demonstrate flexibility, strong leadership, and communication skills in order to perform effectively.

As the second Program and Budget Advisor at USAID/Vietnam, the incumbent: (1) independently performs, with minimum supervision, the full range of program and budget backstop functions including development of the annual operational plan and budget documents and maintaining the Foreign Assistance Coordination and Tracking System (FACTS); (2) manages the annual Operational Year Budget (OYB) including making recommendations for informing decisions on allocation and distribution of funds in accordance with the new U.S. Foreign Assistance Strategic Framework to the Mission's approved Objectives, Program Areas and Program Elements, and among the bilateral and field support projects in all areas of the Mission's portfolio; (3) interprets USG budget appropriations legislation and agency programming guidelines contained in the Automated Directive System (ADS) 200 Series; (4) monitors program implementation burn rates and conducts pipeline analyses in order to ensure timely obligation of program funds for smooth implementation; (5) responds to program budget- and operations-related questions from USAID/Washington, Regional Development Mission for Asia (RDMA), Office of Management and Budget (OMB), Department of State, and Mission Technical Teams; (6) responds to requests for information regarding the U.S. assistance program in Vietnam from the U.S. Congress, other donor agencies, and the Government of Vietnam (GVN); and (7) responds to public enquiries addressed to the Ambassador, the Bureau for Legislative and Public Affairs (LPA) and the Vietnam Desk Officer.

## **14. MAJOR DUTIES AND RESPONSIBILITIES:**

As a team member in the Program Office, the incumbent provides guidance and advice to USAID/Vietnam management and Technical Teams on a wide range of USAID's programs and development assistance activities, policies, and budgeting issues. S/he proposes problem-solving program management assistance and furnishes information to the GVN, the U.S. Embassy, U.S. Consulates, and other donors on USAID/Vietnam assistance portfolio of programs, policies, activity focus areas, and resource levels. Currently there are three Technical Teams which are responsible for the day-to-day implementation of program activities covering health, economic growth and humanitarian assistance. Areas of emphasis include: HIV/AIDS prevention, care and treatment, Avian Influenza surveillance and control, trade capacity development and business enabling environment, and assistance to vulnerable persons including those with disabilities.

### **1. Program Backstop (Time 45%)**

- a. The incumbent is expected to provide a wide range of consultative, advisory, planning, design, implementation and monitoring services to assigned Technical Teams. This requires the application of knowledge of USG foreign assistance goals for Vietnam and experience with USAID's ADS 200 Series. To this end, the incumbent must demonstrate strong leadership and communication skills to ensure USAID program activities are designed and implemented in accordance with applicable USG laws, Agency regulations and policies. As appropriate, the incumbent assists with the generation and coordination of input by the Technical Teams for drafting select Sections of the annual Operational Plan (OP), and Strategy Statement and Mission Strategic Plan (MSP) for Vietnam. Further, the incumbent is responsible for ensuring that all concept papers, strategy statements, and activity approval documents (AADs) are consistent with the ADS guidelines and satisfy all requirements of USAID/Washington and RDMA.
- b. In the area of program development and project or activity design, the Development Program Specialist backstops the development and approval of new activities (AADs), including initial conceptualization, assignment and management of design tasks, drafting of key sections of design documents, monitoring progress of the entire design effort, and editing/packaging the final documents for Mission review and approval. The incumbent organizes and participates in Mission-wide reviews of the proposed activities, recording the main concerns and issues raised at the review and documenting the outcomes, decisions, and follow up actions as necessary. Subsequent to new activity approval, s/he drafts appropriate project/activity authorization and program agreement documentation ensuring compliance with Foreign Assistance Act (FAA) regulations such as Section 216 concerning initial environmental examinations, Agency regulations and policies including possible restrictions at the level of the host country, and the USAID/Vietnam Mission Strategic Plan. The incumbent certifies that all pre-obligation requirements under U.S. law and Agency policies have been met prior to the Mission entering into bilateral or funding Agreements on behalf of the USG. Also, within specified guidelines, the Development Program Specialist liaises and negotiates with senior host country officials in the design of new projects and signing of bilateral project agreements.

- c. In the area of program management and implementation, the incumbent assists the assigned Technical Teams with the development and approval of a performance management plan (PMP) to assess and monitor the progress of activities and attainment of program objectives and goals. S/he provides expert advice on how to improve overall performance effectiveness by, with the implementing partners and Technical Teams, identifying bottlenecks to implementation and analyzing various options for their alleviation or removal. The incumbent interprets, applies, and ensures compliance with language and intent in planning documents, bilateral project agreements and their amendments, project/activity authorizations, implementation mechanisms, project implementation letters, budgets, contracts, grants, host country conditions precedent, and project and contractor completion reports.

The incumbent assists Technical Teams in creating and processing requisitions via the newly rolled out Global Acquisition System (GLAS), and support in the upcoming Joint Assistance Management System (JAMS). S/he provides support to the Technical Teams in preparing for and completing programmatic audits as mandated by Congress by responding to draft audit recommendations, taking necessary action to close the final set of recommendations and integrating lessons learned into major Mission Management Systems.

The incumbent plays a lead role in preparing project and activity close out documentation and reports, provides assistance to technical offices for resolution of legal issues affecting project design and implementation, and requests Regional Legal Advisor (RLA) assistance when legal concerns need to be addressed.

- d. In the area of program and activity monitoring and reporting, the Development Program Specialist assists the Technical Teams with developing results frameworks for illustrating the causal relationships for linking the development challenge and the logical outcome of USAID support. S/he further assists with identifying standard and customized indicators for gauging progress and intermediate results against established performance targets and milestones leading to achievement of the development objective. The incumbent assists Technical Teams with reviewing and updating the PMP as often as is necessary to reflect changing conditions and circumstances that may impact results achievement.

The incumbent determines when analyses, assessment, surveys, or program reviews would be useful in the development of strategies or activities and oversees the implementation of such analyses or assessments, as necessary. S/he manages activity evaluations and participates in the preparation of scopes of work and Mission-wide reviews of all such evaluations. Also, s/he participates in semi-annual and annual portfolio reviews, and assists in the collection, collation, analysis and incorporation of progress-related data into documents required for periodic Mission reviews and annual reporting to Washington as called for under the government Performance and Review Act.

- e. The incumbent is the point of contact for USAID/RDM/A-supported training programs (TraiNet/VCS).

## 2. **Budget Backstop: (Time 15%)**

- a. With guidance from Mission leadership and the Senior Development Program Specialist, the incumbent takes the lead in developing the resource requirement Section of the annual MSP document. Further, s/he prepares the Mission's annual planning documents such as the Annual Report and Congressional Notification (CN) narratives for submission to USAID/Washington, ensuring accuracy in the program budget numbers; consistency with USAID programming policies, guidelines and approved program levels; and that budget allocations by program area and element conform to the Mission's approved Operational Plan. S/he drafts justifications for the requested resources for submission to USAID/Washington, State and OMB as appropriate depending on funding spigots; prepares reclaims to ensure that the Mission receives adequate allocation of funds to implement its program; and provides clear arguments to justify and defend the requested resource levels.
- b. Using her or his own judgment, knowledge and skills, the incumbent assists the Senior Development Program Specialist in managing the Mission's budget cycle in concert with USAID/Washington. S/he develops financial plans for the Mission's development assistance-funded program, and within approved levels, independently prepares the annual OYB for bilateral projects and field support taking into consideration commitments, expenditure, and accruals. The incumbent reviews and adjusts as necessary the budgets and obligation plans periodically with the Technical Teams and Mission leadership to reflect changes in USAID/Washington policy guidelines and program development/design schedules, and respond to Congressional earmarks and directives.

In collaboration with the Vietnam Desk Officer and Asia and Near East (ANE) Bureau Strategy and Program Office in Washington, as assigned from supervisor, the incumbent helps draft the funding apportionment memorandum for approval by the Deputy Secretary of State and participates in meetings with State officials to defend the Mission's request for fund resources; assesses the need and drafts requests for urgently needed program funds early in the fiscal year, and reconciles the program funds budget allowances for each appropriation with the ANE Bureau.

- c. The Development Program Specialist prepares quarterly updates of the Mission portfolio pipeline analysis reports, and develops proposals for de-obligations of aging/old and uncommitted appropriations. As well, the incumbent assesses the programmatic feasibility of de-obligation of program funds to meet Congressional rescission targets assigned to the Mission by the ANE Bureau under the Appropriation Act, and reviews these plans with Mission management and the RDMA Office of Financial Management, Bangkok. S/he makes recommendations for re-obligation of these funds to meet Mission portfolio needs and recommends necessary measures to accomplish obligation targets of current fiscal year funds for review and approval by Mission management.

- d. The Development Program Specialist interprets guidance for CNs and reviews planned obligation amounts already justified to Congress in the Agency's Congressional Budget Justification to determine if a subsequent CN is required to be submitted to Congress before obligation of program funds in a fiscal year can take place. S/he drafts and clears CN texts and relevant financial data for submission to USAID/Washington, tracks submission of CNs to Congress and their expiration dates, and responds to all queries from USAID/Washington and Congress with regard to Mission's CNs. The incumbent is the point person for advising the Mission on moving forward with executing bilateral project agreements and other obligation actions.

### **3. Public Outreach (Time 30%)**

The Development Program Specialist serves as a bridge between USAID/Vietnam, USAID/Washington (LPA, ANE Front Office and ANE Outreach Team), and RDMA regarding reporting on program successes and lessons learned, preparing program briefs for visitors and official delegations, and communicating to the general public. To this end, s/he assists in the facilitation of Washington delegations to the field and host government delegations to the United States. The incumbent establishes and maintains working relations and regular communications with diverse local and U.S.-based audiences (e.g., Congress, USG agencies and USAID) on program successes and lessons learned in order to enhance the image and profile of USAID. As USAID/Vietnam's primary contact for public outreach, the incumbent collaborates closely with the Development Outreach and Communications (DOC) specialist at RDMA in efforts to:

- a. Develop and implement a Mission Communication Strategy, including a branding strategy, that highlights U.S. assistance contributions, promotes a better understanding of and support for USAID programs to external audiences, and ensures public awareness of programs and projects being funded by USAID;
- b. Provide guidance to USAID grantees and implementing partners to ensure compliance with new Branding and Marking regulations; assist in review of Branding Strategy and Marking Plan of USAID implementing partners; track performance of the branding strategy and marking plan of grantees;
- c. Update RDMA and USAID/Washington on priority issues and program activities in order to strengthen communications and linkages among all relevant offices;
- d. Assist Technical Teams in drafting press releases, and take responsibility for coordinating and overseeing the development of all Mission outreach messages and their incorporation into all outreach materials (e.g., communications campaigns, Mission website, program fact sheets, Telling Our Stories, press materials);
- e. Provide public outreach materials to the U.S. Embassy, RDMA, USAID/Washington, and other posts as appropriate;
- f. Assist with site visits by official visitors from the Embassy, USAID/Washington, host government, etc., by helping to draft site visit schedules, prepare briefing materials, and coordinate meetings and briefings with partners, constituents, other donors and officials.

### **4. Representation and Coordination (Time 10%)**

- a. The Development Program Specialist participates in Mission review meetings to keep abreast of program and activity implementation status and performance progress. S/he reviews bilateral project agreements to be negotiated and executed with the GVN for consistency with program plans and budgetary allocations; and recommends steps for accomplishing timely obligations.
- b. Responds to requests by GVN for information on U.S. economic assistance programs, projects and other activities, including financial details and budgetary levels for Vietnam; Acts as a key USAID contact with senior GVN officials on USAID programming, budgeting and on *ad hoc* issues of importance to the USAID Mission. S/he participates in meetings with GVN officials to resolve outstanding issues.
- c. Establishes and maintains contacts with host government and private sector officials concerned with implementation of USAID programs and projects, including other bilateral and multi-lateral donors. As appropriate, represents Mission in meetings of donor-government working groups and donor partnership, joint donor evaluation or research missions.

#### **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- a. **Education:** Undergraduate or equivalent degree in Business/Economics/Finance/Law or other appropriate field is required. Post graduate education and training, including a Masters Degree in an appropriate field (e.g., Business Administration/ Finance/Economics) is desirable.
- b. **Prior Work Experience:** 6 years of progressively responsible professional experience in program and financial management in the public or private sector, at least two years of which should have been working with or for a foreign government, international NGO, foreign donor agency, or foreign company. Previous experience should include having responsibility for exercising judgment and providing solid analysis leading to sound financial decision-making on development assistance projects. Experience creating and maintaining budget spreadsheets and working with relevant computer software is also required.
- c. **Post Entry Training:** The incumbent will be expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures, and regulations that govern: 1) USAID CTO roles and responsibilities 2) USAID-specific program and budget planning responsibilities/duties i.e. Programming Foreign Assistance (PFA) course ; 3) USAID-specific activity management and procurement systems; and 4) USAID-sponsored training in project design and activity management. Organized/formal training (both internal and external) determined to be in direct support of USAID/Vietnam activities may be provided from time to time depending on the availability of Program funds.

- d. **Language Proficiency:** Level IV (fluent) English, and level V (native) Vietnamese language proficiency is required. Given the nature of the position, effective written and oral communications are critical to perform successfully in the position. Incumbent must be able to communicate effectively and accurately with: 1) all categories of Mission employees; 2) host government officials at the Senior Minister level and lower; 3) numerous international and local organizations, donors, UN and other international organizations and other embassies; 4) the USAID-Washington Pillar and ANE Bureaus and the equivalent units in the State Department; and 5) the general public. The incumbent is required to be able to prepare briefing documents, including participation in and leading the drafting of certain sections of annual technical, programmatic and financial reports. The incumbent must also be able to prepare reports, correspondence, and documents in English in a professional and competent manner requiring few or no editorial changes.
- e. **Job Knowledge:** Thorough knowledge of USAID development assistance program planning and budgeting processes; must have understanding of the U.S. foreign assistance legislative process and Congressional concerns, and understanding of the wide range of USAID programs and how the Agency functions and is organized; must have a thorough knowledge of the GVN's development priorities, policies and procedures; a thorough knowledge of the history of U.S. economic assistance activities in Vietnam; a thorough knowledge of USAID Automated Directive System (ADS), programming policies, strategy implementation guidelines, budgetary processes, regulations, procedures and documentation.
- f. **Abilities and Skills:** Must have strong analytical and conceptual skills to identify wide-ranging key program budget and operations issues and establish and maintain an extensive range of contacts with senior and key officials of the GVN ministries and other donor agencies. Must have wide latitude in exercising his/her responsibilities and in planning and executing work assignments, be a skilled communicator, be able to work under pressure and produce results quickly, be able to predict issues of concern and interact directly at the highest operational levels of GVN. Must have strong communication, interpersonal, and leadership skills; ability to prepare and present factual and interpretative reports covering complex subject matters; and capability to orient, train and supervise professional-level FSN personnel.

## **16. POSITION ELEMENTS:**

- a. **Supervision Received:** The Development Program Specialist will work under the direct supervision of the Senior Development Program Specialist who will prepare his/her performance evaluation report. In collaboration with the incumbent, the immediate supervisor will: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices; 3) provide regular feedback to incumbent throughout the Performance Evaluation Period; 4) prepare the annual Evaluation Report as/when required; and 5) obtain input from the appropriate peers, counterparts, and team members. As the incumbent is expected to work with a high degree of independence; the



incumbent must be able to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance and little or no follow-up. The incumbent must be proactive as well as self-motivated.

- b. **Available Guidelines:** The incumbent is required to understand Mission- and Agency-specific policies and procedures which govern program and budget planning, project design and activity management in addition to the Mission's established administrative operating procedures, policies and formats. Oral guidance from the immediate Supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall program and budget activities within USAID/Vietnam, including but not limited to USAID's program planning policies as set forth in the Agency's Automated Directives System (ADS), Mission Orders/Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents. In addition, the RDMA Program Development Director, other Mission technical or support staff and counterparts in USAID/Washington are available as resources to provide advice and guidance.
- c. **Exercise of Judgment:** In instances not clearly covered by written guidelines, the incumbent will use her/his professional, well-informed judgment with full knowledge and understanding of nature and goals of the position and of the program budget. Considerable judgment is required; the incumbent works with procurement-sensitive information and must be discrete in handling this information. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.
- d. **Authority to make commitments:** N/A
- e. **Nature, Level and Purpose of contact:** Incumbent maintains day to day contacts with the senior and intermediate GVN officials, USAID/Washington key officials, officials of the U.S. Embassy and its Consulates, as well as staff of other multilateral (World Bank, Asian Development Bank, etc.) and bilateral donor agencies.
- f. **Supervision Exercised:** N/A
- g. **Time Required to Perform Full Range of Duties:** 12 months. Based on completion of the required probationary period and on an overall Summary Ratings of Fully Successful (or better i.e., Commendable) on the annual Performance Evaluation Reports (PERs), the incumbent is eligible to be recommended by the immediate supervisor for promotion to the full performance grade level of this position (**FSN-11**) upon completion of 12 months at fully successful service within grade and Programming Foreign Assistance (PFA) course.